

RULES
FOR
THE MISSIONARIES
OF THE
BOARD of FOREIGN MISSIONS
OF THE
UNITED LUTHERAN CHURCH
IN AMERICA

INDIA

TENTATIVE CONSTITUTION
OF THE
COUNCIL OF THE INDIA MISSION

1920

Digitized by the Internet Archive
in 2018 with funding from
Columbia University Libraries

RULES FOR ALL MISSIONS

I. Missionaries on Furlough

1. Furlough is defined as a period of rest after a full term of service in the field under the Rules of the Mission.

2. All arrangements for furlough shall be made by the Mission Conference, subject to ratification by the Board.

3. Unless otherwise determined, missionaries shall spend their furlough in America.

4. Furlough granted on account of sickness or other causes not provided under the Rules of the Mission, shall be regulated as to length and allowances by the Board as the merits in each case demand.

5. The missionary immediately on his arrival in the homeland shall report the date of arrival by telegram to the office of the Board.

6. The Cabinet of Secretaries shall arrange for someone to meet incoming or outgoing missionaries at port of entry or departure to render such assistance as may be desired.

7. As soon as possible after arrival the missionary shall arrange to report in per-

son at the office of the Board and arrange for the medical examination of himself and family.

8. The Cabinet of Secretaries shall invite the missionary on furlough to a conference at as early a date after his arrival as is convenient, and shall arrange, if he desires it, for an interview with the Standing Committee of his field or through it with the Board.

9 The missionary may be invited at any time by the Cabinet of Secretaries to informal conferences on his field and work, as necessity may arise.

10. The missionary, as soon as convenient after his arrival at home or on the field, shall render an account of his traveling expenses to the Treasurer of the Board.

11. Missionaries on furlough are under the direction of the Board as to their residence, studies and work.

12. Before engaging in definite work, advocating new projects or soliciting funds for any objects, missionaries shall obtain the sanction of the Board.

13. Missionaries shall inform the Board of their future plans within six months after their return from the field.

14. Furlough salary shall begin on the date of leaving the field on furlough, and

shall end on the date of reaching the field after furlough.

15. Missionaries on furlough, irrespective of their remuneration in the foreign field, shall receive furlough salary and allowances according to a common scale, based on needs in America.

II. Furlough Salaries and Allowances

(In the case of the missionaries of the Muhlenberg Mission, Liberia, Africa, the first furlough salary shall apply to the first and second furlough periods, and the second furlough salary to the third and subsequent furlough periods.)

A. Married Missionaries.

a. Salaries.

First furlough.....\$1200 a year

Second and subsequent

furloughs..... 1400 a year

b. Allowances.

1. Children's allowance under the Rules.
2. House-rent as determined by the Board.
3. Special medical and surgical expenses as approved by the Board.
4. Traveling expenses when engaged in deputation work.

B. Unmarried Missionaries.

a. Salaries.

First furlough..... \$800 a year

Second and subsequent
furloughs..... 1000 a year

b. Allowances.

1. Special medical and surgical expenses as approved by the Board.
2. Traveling expenses when engaged in deputation work.

III. Missionaries Under Appointment

Missionaries under appointment may receive remuneration at the discretion of the Board.

IV. Allowances for all Fields

1. Outfit.

Every missionary shall receive an outfit allowance of \$100; if married, \$200.

2. Travel.

- a. The necessary expense of direct journeys to and from the Mission shall be borne by the Board.
- b. Traveling arrangements for all outgoing missionaries shall be made under the direction of the Board.

- c. The number of times fare is granted for children shall be determined by the Board.

3. Children's Allowance.

- a. Children of missionaries shall be entitled to allowances, whether their parents are living or deceased, up to 18 years, as follows:

First six years.....\$75 a year

Next six years.....100 a year

Next six years.....150 a year

- b. Children separated from their parents for the purpose of education may receive special consideration by the Board.

- c. The extension of children's allowance beyond the age of 18, shall be subject to the action of the Board.

- d. Children's allowance shall be continued during furlough or leave of absence.

- e. The maximum children's allowance for one family shall be \$500.

4. Field Allowances.

These shall include:

- a. A dwelling for the missionary and his family.

- b. Heavy furniture as determined by the Rules of the Mission.
 - c. Repairs of buildings and furniture as determined by the Rules of the Mission.
 - d. Travel allowance in the field as determined by the Rules of the Mission.
 - e. Language study allowance as determined by the Rules of the Mission.
 - f. Medical service allowance as determined by the Rules of the Mission.
 - g. Taxes as determined by the Rules of the Mission.
5. Widows' and Disabled Missionaries' Allowances.
- a. Missionaries disabled in the service shall receive such support as the Board may deem just.
 - b. Missionaries attaining the age of 65 years may retire as honorary missionaries, and at 70 they shall be retired as honorary missionaries and receive such support as their needs may require, as long as they remain in connection with the Mission.

- c. Honorary missionaries shall be under the direction of the Board as to residence and work.
- d. Widows, whose husbands have died in the service of the Mission, shall receive consideration as each case may merit.

V. Miscellaneous for all Fields

- 1. Arrival and Departure Dates.
 - a. Every missionary shall report the expected date of arrival in the field by letter or telegram to the Chairman of the Mission Conference.
 - b. The Corresponding Secretary of the Mission Conference shall report to the Board the date of the expected departure of the missionary from the field.
- 2. Relationships.
 - A. To the Board through the Mission.
 - a. Every missionary on his arrival in the mission field becomes a member of the Mission. He shall sign the Constitution and By-Laws of the Mission Conference and be subject to the Rules of the Mission.

- b. The Mission Conference shall define the relationship of every missionary to the Mission.
- c. The Mission Conference shall report to the Board the results of all language examinations. Failure to pass the final examination shall not debar the missionary from assignment to work.
- d. In the assignment of a definite field of work or in regard to any personal matter every missionary shall have the right to present his own case to the Mission Conference and through it to the Board.
- e. Every missionary who returns to America before the expiration of his term of service on account of impaired health shall be entitled to six months' salary under the Rules from the date of departure from the field, when the question of his return to the field or of taking up work at home shall be decided by the Board.
- f. The resignation of a missionary before the expiration of his

term of service shall be sent through the Mission Conference to the Board at least three months in advance of the date on which the resignation is to take effect.

- g. Any missionary recalled by the Board for any reason shall be entitled to his passage to America and three months' salary from the date such recall is transmitted to him through the Mission Conference, provided he obeys the recall.
- h. Within three months after the departure of any missionary from the field, the Mission Conference may vote on the question of his return. The vote shall be recorded by roll-call and be reported to the Board only if carried by a majority and if accompanied by a statement of the ground on which the vote was taken, a copy of which shall be transmitted to the missionary concerned.

B. Financial.

- a. Before making any appeal for

funds to the Home Church the sanction of the Mission Conference, approved by the Board, shall be secured.

- b. Private gifts to missionaries for use in mission work shall be paid into the mission treasury and be subject to the order of the Mission Conference.
- c. Compensation received by a missionary for services rendered in the mission field shall be reported to the Mission Conference.

C. Correspondence.

- a. The official correspondence of the Mission Conference shall be signed by the Corresponding Secretary and countersigned by the President.
- b. Private correspondence concerning mission policy and work addressed to others than officers of the Board shall not be received by the Board for consideration.
- c. Every missionary in charge of work shall annually present a written report to the Mission Conference and through it to the Board, closing the statistical year on December 31.

- d. Every missionary shall write a letter or article according to a schedule adopted by the Mission Conference to be sent to the Board for use in its publicity work.

INDIA

I. Salaries.

The years designated in the following scale indicate the terms of foreign service only, not including furloughs.

A. Married Missionaries.

For two years or until the missionary has passed the second Telugu examination. \$1000 a year
For five years thereafter. 1200 a year
For seven years thereafter. . . 1400 a year
After fourteen years to end of service. 1500 a year

B. Unmarried Missionaries.

For two years or until the missionary has passed the second Telugu examination. \$700 a year
For five years thereafter. . . . 800 a year
After seven years to end of service. 900 a year

II. Furlough.

1. Men missionaries shall be entitled to furlough at the end of every seven years of service.

2. Women missionaries shall be entitled to furlough at the end of every five years of service.

3. Husbands, separated from their families, shall be entitled to furlough after

five years of such separation, the length of furlough to be determined by the Board.

4. The length of each furlough shall not exceed 18 months.

III. Leave of Absence.

A. Hot Season Vacation.

1. Every missionary shall be annually entitled to a leave of absence of seven weeks in the hills or other vacation resort, including the time necessary for the journey in both directions.

2. No leave to the hills shall exceed seven weeks, except in case of sickness or in the case of new missionaries engaged in the study of the language.

3. Missionaries shall avail themselves of hill-leave at such time as they can best be spared and with due regard to the leave of their fellow-workers and their own health.

4. Each missionary shall receive \$30 per annum as hill allowance, and each child \$15 per annum.

5. A hill bungalow account shall be kept in the Mission and reported to the Board under the budget, and equitable adjustments for rentals shall be arranged.

B. Casual Leave.

1. Missionaries shall not absent themselves from the field for more than two

days without consent of the Mission Conference or the Executive Committee.

2. In case of leave on personal affairs, no allowance of any kind shall be granted.

3. In case of leave on mission business, second-class railway fare and Rs. 5 per day shall be allowed.

C. Sick Leave.

1. All cases of sickness disqualifying for work shall be reported through the Mission Conference to the Board after one month's sickness.

2. In case of prolonged sickness, full salary for four months may be granted by the Board upon the recommendation of the Mission Conference, after which the case may be reopened.

**TENTATIVE CONSTITUTION OF
THE COUNCIL OF THE INDIA
MISSION OF THE UNITED
LUTHERAN CHURCH ..
IN AMERICA.**

Article I. Name.

The name of this Body shall be the Council of the India Mission of the United Lutheran Church in America.

Article II. Object.

Its object shall be the general control, under Divine favor, of the work, workers and institutions of the Mission in the Guntur, Kistna, Godavari and other districts.

Article III. Membership.

The membership of the Council shall consist of all missionaries of the Guntur and Rajahmundry Conferences.

Section 1. Those appointed to independent work by these Conferences shall have equal rights and status in every respect.

Sec. 2. Those not appointed to independent work shall be entitled to all rights and privileges except voting.

Sec. 3. All members shall vote as individuals, but on written request of three members of either Conference any question of policy may be referred back to either Conference for further consideration.

Article IV. Amenability.

It shall be amenable to the Board of Foreign Missions of the United Lutheran Church in America.

Article V. Functions.

Its functions shall be the control of:

Section 1. All official correspondence with the Board of Foreign Missions, the Women's Executive Board, other bodies and individuals, except as otherwise determined.

Sec. 2. The receipt and distribution of all funds granted by the Board of Foreign Missions.

Sec. 3. Appropriations and allowances to Inter-Mission Institutions and activities, and all appointments in connection with the same.

Sec. 4. The preparation and submission of all budgets.

Sec. 5. All institutions serving the interests of both Conferences.

SEC. 6. The opening of new work, establishment of new institutions and inauguration of new policies.

Sec. 7. The preparation, editing and submission to the Board of the Mission's annual report under the direction of an editor who shall be appointed by the Council, and the publication and distribution of a suitable report in India.

Article VI. Officers.

Section 1. The Council shall have the following officers: President, Vice-President, Recording Secretary, Corresponding Secretary, Corresponding Secretary for Woman's Work, Treasurer.

Sec. 2. All officers shall be elected annually by ballot on nomination.

Article VII. Duties of Officers.

The duties of the officers shall be as follows:

President.

1. To preside at all meetings of the Council.

2. To appoint all Committees, including all Inter-Mission appointments, unless otherwise ordered.

3. To countersign all orders of the Treasurer.

4. To countersign all official correspondence of the Corresponding Secretary and the Treasurer.

5. To act as the Archivarius for the Council.

6. To act as Chairman of the Executive Committee.

7. To serve ex-officio as a member of all Standing Committees.

Vice-President.

To act for the President in his absence or at his request.

Recording Secretary.

1. To keep a record of the proceedings of each meeting of the Council.

2. To publish the minutes of each meeting of the Council and distribute them to its members and to the Board and the Women's Executive Board.

Corresponding Secretary.

1. To conduct all official correspondence of the Council.

2. To sign all orders on the Treasury.

Corresponding Secretary for Woman's Work.

1. To conduct all official correspondence with the Executive Board of the

Women's Missionary Society of the United Lutheran Church in America on matters pertaining to the work supported by the Society.

2. To forward to the Executive Board the minutes of each meeting of the Council, together with a covering letter concerning matters relating to Woman's Work.

Treasurer.

1. To receive, receipt and disburse all Mission funds.

2. To pay regularly on the orders of the Executive Committee all moneys sanctioned to the various Missionaries, and their salaries, securing from the Missionaries proper receipts.

3. To pay all contributions to Inter-Mission institutions and activities on the orders of the Executive Committee.

4. To receive quarterly statements of accounts (to be known as "Financial Statements") from all the Missionaries, and to prepare on the basis thereof a quarterly statement to be sent to every Missionary, to the Executive Committee, to the Board of Foreign Missions and to the Women's Executive Board, together with a covering letter for these Boards.

Article VIII. Executive Committee.

Section 1. The President, Corresponding Secretary and Treasurer of the Council and five members to be elected by the Council, shall constitute the Executive Committee, four of whom shall be from each Conference.

Sec. 2. Five members shall constitute a quorum.

Sec. 3. Its duty shall be:

1. To arrange for all meetings of the Council.
2. To attend to all urgent *ad interim* business, and to all other duties assigned to it by the Council.
3. To submit by circular letter to all members of the Council for their vote decisions on which there is more than one dissenting vote in the Executive Committee.
4. To scrutinize the budgets as prepared by the separate Conferences and to report on the same to the Council.
5. To sanction advances to the missionaries in accordance with the budgets approved by the Board of Foreign Missions and the Women's Executive Board.

Sec. 4. The Committee shall meet as often as is necessary, and may transact

its business by correspondence when practicable.

Article IX. Committees.

The Council shall appoint annually:

1. An Auditing Committee, which shall audit semi-annually all mission accounts.
2. Other Standing and Special Committees.

Article X. Meetings.

Section 1. The Council shall meet annually at such time and place as it shall determine.

Sec. 2. Special meetings may be called by the Executive Committee.

Article XI. Budgets.

Section 1. It shall be the duty of every member of the Council having mission accounts to submit to the Executive Committee, through the Treasurer, the required quarterly statements of his accounts.

Sec. 2. Every member of the Council in charge of work shall prepare and submit to his Conference, not later than the first week in October, a budget of his work for the following calendar year.

Sec. 3. The final budgets shall be determined as follows:

1. Each Conference shall prepare its own budget.
2. These budgets shall be submitted to the Executive Committee.
3. The Executive Committee shall scrutinize these budgets and report on them to the Council.
4. The Council shall take final action on all budgets on the recommendation of the Executive Committee and shall submit them to the Board of Foreign Missions and to the Women's Executive Board.

Article XII. Quorum.

A majority of the voting members on the field shall constitute a quorum.

Article XIII. By-Laws.

The Council may adopt such By-Laws as shall be necessary for the conduct of its business, and that of its Executive Committee, in harmony with this Constitution, subject to the approval of the Board of Foreign Missions.

Article XIV. Parliamentary Procedure.

Section 1. A majority vote shall be sufficient for confirming any action of the Council, unless otherwise specified.

Sec. 2. In all cases of dispute or doubt Roberts' Rules of Order shall be followed by the Chair in making decisions or rulings.

Article XV. Amendments.

This Constitution may be amended by a two-thirds vote of the voting members on the field, subject to the approval of the Board, provided such amendment be sent in writing to every member at least two months before the meeting of the Council.

